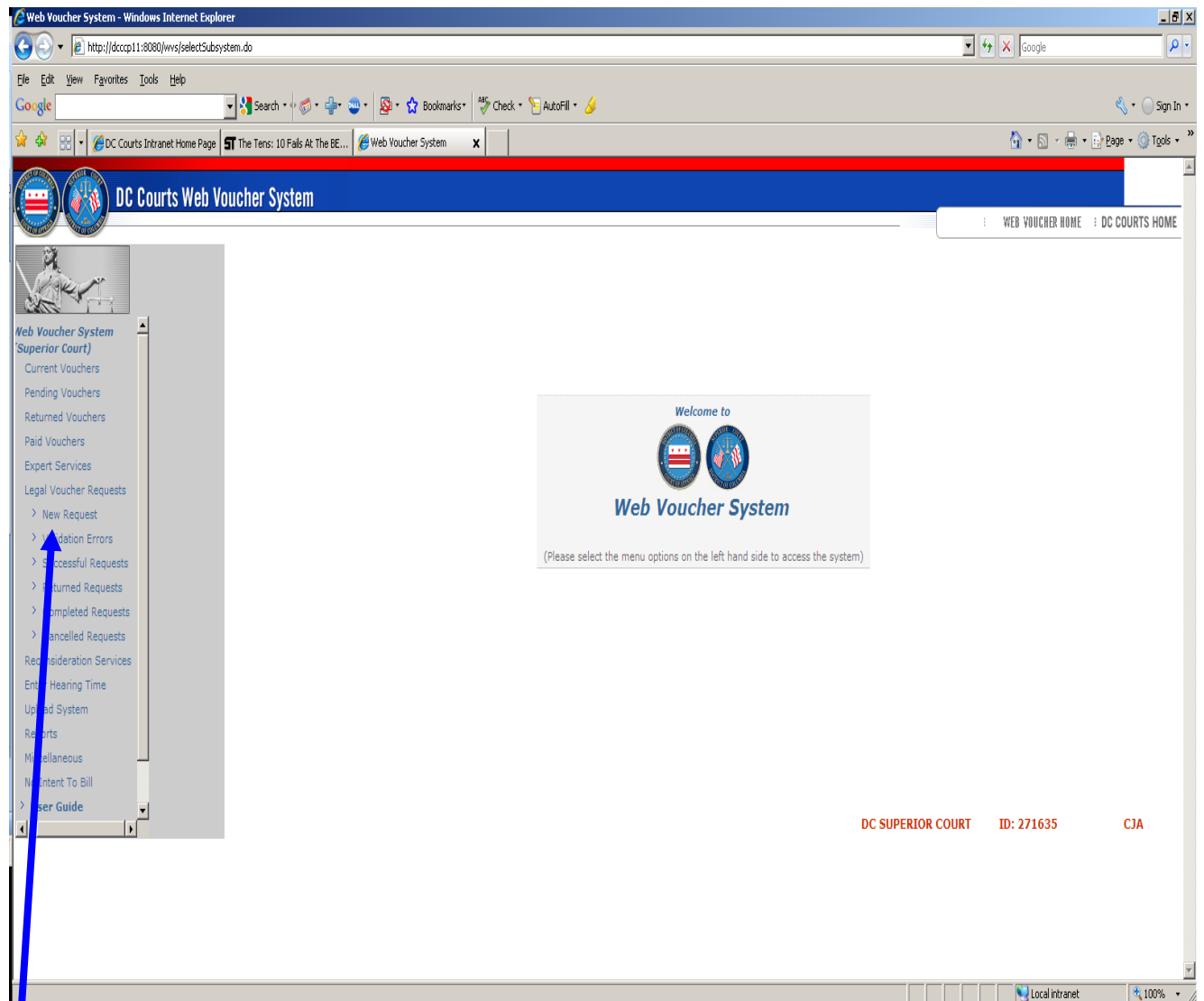


1. LOCATING THE ELECTRONIC LEGAL REQUEST FEATURE



To request a legal voucher you must first, click on Legal Voucher Requests and select the sub-folder New Request

2. COMPLETING THE LEGAL REQUEST FORM

Web Voucher System - Windows Internet Explorer

http://dccc11.8080/wvs/legalvoucherRequest.do

DC Courts Web Voucher System

WEB VOUCHER HOME DC COURTS HOME

Web Voucher System (Superior Court)

- » Current Vouchers
- » Pending Vouchers
- » Returned Vouchers
- » Paid Vouchers
- » Expert Services
- » Legal Voucher Requests
- » Reconsideration Services
- » Enter Hearing Time
- » Upload System
- » Reports
- » Miscellaneous
- » No Intent To Bill
- » User Guide
- » Switch Subsystem
- » Logout

DISTRICT OF COLUMBIA COURTS
NEW LEGAL VOUCHER REQUEST

Fields marked * are required fields

ADULT/JUVENILE CASE? ☒ ADULT ☐ JUVENILE *

DEF LAST NAME: DEF FIRST NAME: *

DEF MIDDLE NAME:

CASE YEAR: * CASE TYPE: *

CASE NUMBER: * CASE SUFFIX:

CHARGE: * Select..

APPOINTMENT TYPE: *

APPOINTMENT DATE: *

CASE FILED DATE: *

REQUEST REASON:

ATTORNEY COMMENTS:

PLEASE CERTIFY THE FOLLOWING STATEMENT BY CLICKING THIS BOX ☒ *

I acknowledge that prior to submitting a request to issue a voucher for legal services; it is my responsibility to ensure that the information contained in CourtView related to my appointment in this case has been reviewed, corrected (where needed), and is now accurate. By submitting this request, I certify that the information contained herein complies with the case information contained in CourtView. In the case of initial appointments, I further acknowledge that no voucher request should be submitted prior to 10-days after appointment. For all other appointments (e.g., show cause, replacement counsel, etc.) voucher request must be submitted within 20-days from the date of appointment. I fully understand that all voucher requests will be processed in the order in which they were received, and under normal circumstances will be issued within 7 business days from the date received. All follow-up inquiries should be made through our web voucher help source (webvoucherhelp@dcss.gov) in all cases where 7 business days have expired and no voucher has been issued (please do not submit voucher request(s) more than one time). Submitting duplicate voucher requests outside the scope of the aforementioned process and date parameters will delay the issuance of a voucher.

ATTORNEY NAME: DATE REQUESTED:

DC SUPERIOR COURT ID: 271635 CJA

Fields marked with an asterisk (*) are required fields and must be completed. If not, it will result in an Alert at the top of the page requiring for completion or correction. If submitted correctly it will reflect at the top of the page. You would also find it in your Successful Requests folder.

AFTER CLICKING SUBMIT THIS IS WHAT SHOULD APPEAR NEXT

Web Voucher System - Windows Internet Explorer

http://dcccop11.8080/wvs/legalVoucherRequest.do


File Edit View Favorites Tools Help

Google Search

Web Voucher System

DC Courts Web Voucher System

WEB VOUCHER HOME DC COURTS HOME

 [BACK](#)

Your request for the voucher has been submitted. The request Id is 00000073. You can check the status of your submitted requests under Legal Voucher Request->Validation Errors, Successful Requests, Returned, Completed & Cancelled menu.

DISTRICT OF COLUMBIA COURTS
NEW LEGAL VOUCHER REQUEST

Fields marked * are required fields

ADULT/JUVENILE CASE? ☒ ADULT ☐ JUVENILE *

DEF LAST NAME: *

DEF FIRST NAME: *

DEF MIDDLE NAME:

CASE YEAR: *

CASE TYPE: *

CASE NUMBER: *

CASE SUFFIX: View Past Vouchers..

CHARGE: * Select..

APPOINTMENT TYPE: *

APPOINTMENT DATE: *

CASE FILED DATE: *

REQUEST REASON:

ATTORNEY COMMENTS:

PLEASE CERTIFY THE FOLLOWING STATEMENT BY CLICKING THIS BOX ☒ *

I acknowledge that prior to submitting a request to issue a voucher for legal services; it is my responsibility to ensure that the information contained in CourtView related to my appointment in this case has been reviewed, corrected (where needed), and is now accurate. By submitting this request, I certify that the information contained herein complies with the case information contained in CourtView. In the case of initial appointments, I further acknowledge that no voucher request should be submitted prior to 10-days after appointment. For all other appointments (e.g., show cause, replacement counsel, etc.) voucher request must be submitted within 20-days from the date of appointment. I fully understand that all voucher requests will be processed in the order in which they were received, and under normal circumstances will be issued within 7 business days from the date received. All follow-up inquiries should be made through our web voucher help source (webvoucherhelp@dcsc.gov) in all cases where 7 business days have expired and no voucher has been issued (please do not submit voucher request(s) more than one time). Submitting duplicate voucher requests outside the scope of the aforementioned process and date parameters will delay the issuance of a voucher.

ATTORNEY NAME:

DATE REQUESTED:

DC SUPERIOR COURT ID: 271635 CJA

Local intranet 100%

3. LOCATING YOUR SUBMITTED LEGAL VOUCHER REQUEST

Web Voucher System - Windows Internet Explorer

http://dcccpl11-8080/lvws/legalVoucherRequest.do

DC Courts Web Voucher System

WEB VOUCHER HOME DC COURTS HOME

DISTRICT OF COLUMBIA COURTS

SUCCESSFUL LEGAL VOUCHER REQUEST LIST

Records 1-6 of 6

RequestId	Request Date	Case No	Appointment Type	Appointment Date	Def Last Name	Def First Name	Status
00000044	08/23/2010	2007 CF2 003057	INITIAL APPOINTMENT	02/02/2007	MOOREHEAD	ANDREW	REQUEST SUCCESSFUL
00000045	08/23/2010	2007 CHD 001568	INITIAL APPOINTMENT	02/18/2007	TURNER	SHERRY	REQUEST SUCCESSFUL
00000046	08/23/2010	2007 FUG 004675	REPL-COUNSEL	02/27/2007	PROUDFOOT	VINCENT	REQUEST SUCCESSFUL
00000065	09/07/2010	2008 CF2 012693	SUPPLEMENTAL	09/07/2010	DEMETRUS	PRYSOCK,	REQUEST SUCCESSFUL
00000067	09/07/2010	2008 CF2 024833	SUPPLEMENTAL	09/07/2010	THOMAS	HOWARD	REQUEST SUCCESSFUL
00000066	09/07/2010	2008 CF2 004723	SUPPLEMENTAL	09/07/2010	LOUIS	MEDLEY,	REQUEST SUCCESSFUL

Records 1-6 of 6

DC SUPERIOR COURT ID: 271635 CJA

Local intranet 100%

Web Voucher System (Superior Court)

- Current Vouchers
- Pending Vouchers
- Returned Vouchers
- Paid Vouchers
- Expert Services
- Legal Voucher Requests
 - > New Request
 - > Validation Errors
 - > Successful Requests
 - > Returned Requests
 - > Completed Requests
 - > Cancelled Requests
- Reconsideration Services
- Enter Hearing Time
- Upload System
- Reports
- Miscellaneous
- No Intent to Bill
- > User Guide

If you are unsure if your request was received by finance, checking this folder will assure you that your request, if done properly, has been submitted successfully.

4. VALIDATION ERRORS

The screenshot shows the DC Courts Web Voucher System interface. The left sidebar contains a menu with the following items: Web Voucher System (Superior Court), Current Vouchers, Pending Vouchers, Returned Vouchers, Paid Vouchers, Expert Services, Legal Voucher Requests, New Request, Validation Errors, Successful Requests, Returned Requests, Completed Requests, Cancelled Requests, Reconsideration Services, Enter Hearing Time, Upload System, Reports, Miscellaneous, No Intent to Bill, and User Guide. The main content area displays the 'INVALID LEGAL VOUCHER REQUEST LIST' table. The table has the following columns: RequestId, Request Date, Case No., Appointment Type, Appointment Date, Def Last Name, Def First Name, and Status. The table contains two records, both with the status 'REQUEST WITH INVALID CASE NO'.

RequestId	Request Date	Case No.	Appointment Type	Appointment Date	Def Last Name	Def First Name	Status
00000060	08/25/2010	2010 CMD 012345	INITIAL APPOINTMENT	08/12/2010	LEWIS	WALLACE	REQUEST WITH INVALID CASE NO
00000073	10/21/2010	2008 CF1 030325	INITIAL APPOINTMENT	12/30/2008	DEANER	DONTRELL	REQUEST WITH INVALID CASE NO

Your request will go to this folder if the WVS' verification of your information submitted on your request against the data in live Courtview does not match one or more of the following: case number, case name, appointment date, case filed date, and lead charge

5. RETURNED LEGAL VOUCHER REQUESTS

Web Voucher System - Windows Internet Explorer

http://dcccpl118080/wws/legal/voucherRequest.do?method=viewLegalVoucherRequestDetails&requestId=44

File Edit View Favorites Tools Help

Google Search

Web Voucher System

DC Courts Web Voucher System

WEB VOUCHER HOME DC COURTS HOME

SUBMIT CLEAR ALL BACK

Web Voucher System (Superior Court)

- Current Vouchers
- Pending Vouchers
- Returned Vouchers
- Paid Vouchers
- Expert Services
- Legal Voucher Requests
 - New Request
 - Validation Errors
 - Successful Request
 - Returned Requests
 - Completed Request
 - Cancelled Requests
 - Request for Service
 - Expert Hearing Time
 - Upload System
 - Reports
 - Miscellaneous
 - Content To Bill
 - User Guide

DISTRICT OF COLUMBIA COURTS
RETURNED LEGAL VOUCHER REQUEST

Fields marked * are required fields

ADULT/JUVENILE CASE ? ☐ ADULT ☒ JUVENILE *

DEF LAST NAME: MOOREHEAD *

DEF MIDDLE NAME: N

CASE YEAR: 2007 *

CASE NUMBER: 003057 *

CHARGE: CONTEMPT *

APPOINTMENT TYPE: INITIAL APPOINTMENT *

APPOINTMENT DATE: 02/05/2007 *

CASE FILED DATE: 02/05/2007 *

REQUEST REASON: Non-issuance of Automatic Voucher from CV

ATTORNEY COMMENTS: 2007 CV 003057 1 2/5/2007 MOOREHEAD
ANDREW N 271635 2/5/2007 16:52

FINANCE COMMENTS: YOU HAVE ALREADY RECEIVED A VOUCHER AND WAS PAID FOR THIS CASE.

DEF FIRST NAME: ANDREW *

CASE TYPE: CF2 *

CASE SUFFIX: View Past Vouchers..

PLEASE CERTIFY THE FOLLOWING STATEMENT BY CLICKING THIS BOX ☒

I acknowledge that prior to submitting a request to issue a voucher for legal services; it is my responsibility to ensure that the information contained in CourtView related to my appointment in this case has been reviewed, corrected (where needed), and is now accurate. By submitting this request, I certify that the information contained herein complies with the case information contained in CourtView. In the case of initial appointments, I further acknowledge that no voucher request should be submitted prior to 10-days after appointment. For all other appointments (e.g., show cause, replacement counsel, etc.) voucher request must be submitted within 20-days from the date of appointment. I fully understand that all voucher requests will be processed in the order in which they were received, and under normal circumstances will be issued within 7 business days from the date received. All follow-up inquiries should be made through our web voucher help source (webvoucherhelp@dcsc.gov) in all cases where 7 business days have expired and no voucher has been issued (please do not submit voucher request(s) more than one time). Submitting duplicate voucher requests outside the scope of the aforementioned process and date parameters will delay the issuance of a voucher.

ATTORNEY NAME: BALLESTER, BETTY, M - 271635

STATUS: REQUEST RETURNED

DATE REQUESTED: 08/23/2010

STATUS DATE: 10/21/2010

DC SUPERIOR COURT ID: 271635 CJA

This is where you will find Returned voucher requests and review Finance Comments. You can make adjustments and/or add a response to the Attorney Comments before resubmitting this request.

6. COMPLETED LEGAL VOUCHER REQUESTS

The screenshot shows the DC Courts Web Voucher System interface. The browser window is titled 'Web Voucher System - Windows Internet Explorer' and the address bar shows 'http://dcocp11:8080/wvs/legalVoucherRequest.do'. The page header includes the DC Courts logo and the text 'DC Courts Web Voucher System'. A sidebar on the left contains a menu with options like 'Current Vouchers', 'Pending Vouchers', 'Returned Vouchers', 'Paid Vouchers', 'Expert Services', 'Legal Voucher Requests', 'New Request', 'Validation Errors', 'Successful Requests', 'Returned Requests', 'Completed Requests', 'Cancelled Requests', 'Reconsideration Services', 'Enter Hearing Time', 'Upload System', 'Reports', 'Miscellaneous', 'No Printing Bill', and 'User Guide'. The main content area is titled 'DISTRICT OF COLUMBIA COURTS' and 'COMPLETED(VOUCHER ISSUED) LEGAL VOUCHER REQUEST LIST'. It displays a table with one record found. The table has columns: RequestId, Request Date, Case No, Appointment Type, Appointment Date, Def Last Name, Def First Name, and Status. The record shows RequestId 00000045, Request Date 08/23/2010, Case No 2007 CMD 001568, Appointment Type INITIAL APPOINTMENT, Appointment Date 01/18/2007, Def Last Name TURNER, Def First Name SHERRY, and Status REQUEST COMPLETE. A green arrow points from the 'Completed Requests' menu item to the table.

RequestId	Request Date	Case No	Appointment Type	Appointment Date	Def Last Name	Def First Name	Status
00000045	08/23/2010	2007 CMD 001568	INITIAL APPOINTMENT	01/18/2007	TURNER	SHERRY	REQUEST COMPLETE

This folder will show you what requests have been processed and vouchers issued to you and the status of that request as “**completed**”.

7. CANCELLED LEGAL VOUCHER REQUESTS

Web Voucher System - Windows Internet Explorer

http://dcccpl11:8080/wvs/legalvoucherRequest.do?method=viewLegalVoucherRequestDetails&requestId=60

DC Courts Web Voucher System

WEB VOUCHER HOME DC COURTS HOME

BACK

DISTRICT OF COLUMBIA COURTS
CANCELLED LEGAL VOUCHER REQUEST

Fields marked * are required fields

ADULT/JUVENILE CASE ? ☐ ADULT ☒ JUVENILE *

DEF LAST NAME: LEWIS *

DEF MIDDLE NAME: S

CASE YEAR: 2010

CASE NUMBER: 012645 *

CHARGE: PWID WHILE ARMED(OTHER) * Select..

APPOINTMENT TYPE: INITIAL APPOINTMENT *

APPOINTMENT DATE: 08/12/2010 *

CASE FILED DATE: 08/12/2010 *

REQUEST REASON: Non-Issuance of Automatic Voucher from CV

ATTORNEY COMMENTS:

FINANCE COMMENTS: CASE NUMBER DOES NOT EXIST

DEF FIRST NAME: WALLACE *

CASE TYPE: CMD *

CASE SUFFIX: View Past Vouchers..

PLEASE CERTIFY THE FOLLOWING STATEMENT BY CLICKING THIS BOX *

I acknowledge that prior to submitting a request to issue a voucher for legal services; it is my responsibility to ensure that the information contained in CourtView related to my appointment in this case has been reviewed, corrected (where needed), and is now accurate. By submitting this request, I certify that the information contained herein complies with the case information contained in CourtView. In the case of initial appointments, I further acknowledge that no voucher request should be submitted prior to 10-days after appointment. For all other appointments (e.g., show cause, replacement counsel, etc.) voucher request must be submitted within 20-days from the date of appointment. I fully understand that all voucher requests will be processed in the order in which they were received, and under normal circumstances will be issued within 7 business days from the date received. All follow-up inquiries should be made through our web voucher help source (webvoucherhelp@dccc.gov) in all cases where 7 business days have expired and no voucher has been issued (please do not submit voucher request(s) more than one time). Submitting duplicate voucher requests outside the scope of the aforementioned process and date parameters will delay the issuance of a voucher.

ATTORNEY NAME: BALLESTER, BETTY, M - 271635

STATUS: REQUEST CANCELLED

DATE REQUESTED: 08/25/2010

STATUS DATE: 10/21/2010

DC SUPERIOR COURT ID: 271635 CJA

In this folder you will find requests that have been Cancelled by finance. The reasons for the cancellation can be found by opening the request and viewing the finance comments.